

Meeting was called to order at 1:04 p.m.

Roll call was taken in the chat box.

A. Review and Approval of Agenda

1. Motion to approve by Katie Jo Armbrust, second by Ellen McKinnon. Motion carried.

B. Approval of Minutes – October 6, 2020

1. Motion to approve by Ellen McKinnon, second by Andrea Olson. Motion carried.

C. CoC Coordinator Update

- a. Membership and Board: Currently there are 153 members representing 76 agencies.
2. COVID-19 numbers: 3,878 total client count from March 21, 2020-May 2, 2021
 - a. 600 were seeking services due to COVID
 - b. 145 were experiencing symptoms (154 confirmed positive)
 - c. The report has been changed so Shawnel is no longer reporting on specific regions as they are duplicated numbers. The numbers being reported are statewide and unduplicated.
3. CARES Documentation: No approvals are needed for the CARES documentation. The CARES committee approved in February 2021 and the board approved in March 2021.
 - a. Policy Manual
 - Language and format clean-up
 - Updated the Background and History sections
 - Removed attachments and added hyperlinks
 - b. Partnership Agreement
 - Updated roles and responsibilities of each site
 - Added a new Lead Partner role for regional coalitions/committees
 - c. Bylaws: The Governance Board approved to eliminate the bylaws. They were established at the beginning of cares and with the policy manual and other documents now in place, it was felt that the bylaws were redundant of the other documentation.
 - d. Release of Information: Workgroup recommends a one-year expiration date. The past decision to make the expiration date at the request of the client vs. one year due to capacity. This continues to be a discussion with CARES administration, but ND would like to implement a one-year expiration.
 - e. Denial Forms: Updated language.
 - f. Access Receipt: Updated to make it editable for each region.
 - g. Data Sharing: Updated language.
 - h. VI-SPDAT
 - Version 3 of the VI-SPDAT will not be released and OrgCode has removed it from their website.
 - Many agencies across the nation have already started to create a new tool to replace the VI-SPDAT and most MN CoCs have already or are moving away from the tool due to a C4 study on equity.
 - ND and WC MN CoCs will be working together to create a new tool with a working group.
 - i. Housing Crisis Triage – Enhanced Access Tool
 - Increased focus on diversion

- Progressive engagement
 - Increased strengths/self-resolution focus
 - Includes eligibility triage, diversion discussion, and shelter and prevention prioritization.
- j. Regional Checklist
- The CARES team recognizes that each region is in a different stage of implementation, so this checklist is to help develop a regional plan.
 - The request is that local coalitions work on this to get it completed and sent back to Shawnel.
- k. PR Documents: PR documentation included cards with resource information that can be updated for each region. Work with Shawnel to update for your region.
- l. Prioritization Policy: Recommendation is to extend the temporary prioritization policy to the end of June with a July timeline to update. The extension was approved by the board in March 2021.
4. Capacity Building Grant
- a. This grant was awarded to help build HMIS capacity in North Dakota.
 - b. The total grant was for \$99,435 and there is currently \$88,473 remaining. Drawdowns are done quarterly by NDHFA.
 - c. Shawnel meets with HUD TA monthly.
 - d. The board approved requesting a one-year extension from HUD and the extension was granted. This allows additional time to do in-person training with ICA.
5. HMIS Budget
- a. There was no competition in 2020, so the CoC was not able to try and recapture any funding for HMIS.
 - b. ESG-CV guaranteed a 2 percent set aside for HMIS that totaled \$102,851.
 - c. Commerce's line item change of scope was approved to use the funds for HMIS and a contract amendment was signed removing NDCHP and adding NDHFA.
 - d. FY 2021 is covered with additional funds currently. The CoC will continue to look for additional funding for HMIS as ICA is over capacity with one system administrator and no report writer.
6. Planning Grant: There is currently \$41,614 in this grant and drawdowns are done quarterly.
7. Annual Homeless Assessment Report (AHAR)
- a. The AHAR is a HUD report to U.S. Congress that provides nationwide estimates of homelessness.
 - b. Estimates of people experiencing homelessness: 541 in ND, 34 unsheltered; ND was among the lowest rates in the report at 6.3 percent.
 - c. Homeless Individuals: 371 in ND, 34 unsheltered; ND was among the lowest rates in the report at 9.2 percent.
 - d. Homeless Families with Children: 170 in ND; 0 unsheltered: ND was among the lowest rates in the report at 0 percent.
 - e. Unaccompanied Homeless Youth: 35 in ND, 3 unsheltered; ND was among the lowest rates in the report at 8.6 percent.
 - f. Homeless Veterans: 49 in ND

- g. Chronically Homeless Individuals: 87 in ND, 15 unsheltered; ND was among the lowest rates in the report at 17.2 percent.
- h. ND was down 2.9 percent from 2019 and 14.9 percent from 2007. 7.1 in every 10,000 people are experiencing homelessness in ND.
8. Housing Inventory County (HIC)
 - a. Emergency shelter: down two beds from 2020.
 - b. Permanent supportive housing/other permanent housing: down 140 from 2020 with the biggest difference in the VASH vouchers (down 96 from 2020).
 - c. Safe haven: down three beds from 2020.
 - d. Transitional housing: up 16 beds from 2020.
 - e. Rapid rehousing: up 7 beds from 2020
9. Point in Time Count (PIT)
 - a. Emergency shelter: down 47 from 2020
 - b. Transitional housing: up 17 from 2020
 - c. Safe haven: down 3 from 2020
 - d. Total: up 7 from 2020
 - e. The HIC and PIT are due to HUD on May 15, 2021. The board will approve after this meeting and then it will be submitted to HUD by ICA.
10. Other
 - a. Coordinated entry: Region 8 had their second meeting and Region 2 had their first meeting in April. Region 1 is meeting for the first time in May.
 - b. ND Interagency Council on Homelessness: The draft report to the Governor was presented to the council and approved to move forward. The report was sent to the Governor's Office. Dave Flohr and Shawnel met with Maria Neset and she was going to share the report with the Governor.
 - c. NOFA
 - Grant awards were announced for 2020 with ND receiving \$2,110,404.
 - HUD will work with agencies on new grant agreements.
 - The ND Department of Commerce grant will be taken over by the ND Department of Human Services.
 - It is expected that the 2021 NOFA will be announced in May or June.
 - d. CoC Spending Report: A total of \$18,539 has been returned to HUD from 2015-2019 to date. Shawnel will work with agencies to ensure their funds are spent by the expiration of their grant.
11. Longitudinal System Analysis
 - a. Days Homeless
 - In 2020, there were 2,078 (up 25 from 2019) households (HH) served. On average, adult only HH were homeless for 62 days (down 1 from 2019), adult and child HH for 83 days (down 77 from 2019), and child only HH for 7 days (down 2 from 2019).
 - b. Exits to Permanent Destinations
 - In 2020, 1,825 HH exited the system with 28 percent going to permanent destinations and 72 percent going to temporary/unknown destinations.

c. Returns to Homelessness

- In 2020, 289 exited to a permanent destination and returned to homelessness within six months (down 189 from 2019).

d. Demographics

- Gender: In 2019-2020, out of 1,855 head of households (HoH) and adults, 396 were female, 1,440 male, 11 transgender/gender non-conforming, and 8 unknown.
- Age: In 2019-2020, out of 1,932 total people, 129 were under 18, 249 were 18-24, 1,227 were 25-54, 259 were 55-64, and 47 were over 65, 21 were unknown.
- Race: in 2019-2020, out of 1,855 HoH and adults, 980 were white, 288 were black or African American, 391 were American Indian/Alaska Native, 154 were other (Asian, Native Hawaiian/Other Pacific Islander, multiple races), and 42 were unknown.
- Veteran Status: In 2019-2020, out of a total of 1,783 people, 161 were veterans, 1,596 were non-veterans, and 26 were unknown.
- Domestic Violence Status: In 2019-2020, out of 1,855 HoH and adults, 1,255 were not a DV survivor, 63 were DV and fleeing, 265 were DV and not fleeing or unknown fleeing status, and 272 were unknown.
- Chronic/Disabling Condition Status: In 2019-2020, out of 1,855 HoH and adults, 470 were chronically homeless, 763 were not disabled, and 622 were disabled.
- System Engagement: In 2019-2020, out of 1,843 HH, 1,126 were first time homeless, 81 returning from a permanent destination, 55 re-engaging from temporary destination, 311 re-engaging from an unknown destination, and 270 were continuously homeless.
- Prior Living Situation: In 2019-2020, out of 1,843 HH, 408 were homeless street, 314 homeless sheltered, 119 temporary situations, 257 institutional situations, 624 permanent housing, and 121 were unknown.

D. Policies & Procedures Review and Approval

1. Governance Charter

- a. A written procedure on board selection needs to be created.
- b. Agencies that are CoC members will be added to the website.
- c. A conflict of interest policy will be developed to be signed by all board members.
- d. A conflict of interest policy will be created for the membership
- e. The board membership was updated to include one minority representative.
- f. The annual review and board/membership approved was changed.
- g. Removed all addendums and added hyperlinks to the CoC website.

2. Emergency Transfer Plan: Updated abbreviations and some grammatical changes.

3. ESG and CoC Written Standards: No major changes. The Department of Commerce needs to review and approve.

4. HMIS Policies and Procedures

- a. Removed the new user training waiver. All users regardless of where they are coming from or their previous HMIS experience will be required to take new user training.

- b. Changed the requirement from two additional trainings to one general HMIS training annually.
- c. Updated abbreviations and some grammatical changes.
5. A motion was made by Darianne Johnson to approve the above listed policies and procedures, second by Wendy Moffett. Motion carried.

E. Committee Updates

1. CARES: Documentation was sent out to the membership in March.
2. Data Committee
 - a. The importance of collecting good, clean data was discussed.
 - b. Monthly reports/rolling reports: 10 days for clean-up.
 - c. Providing training to directors and supervisors has been discussed.
3. System Performance
 - a. Working on measurable goals and the data quality is putting barriers to work toward those goals.
 - b. The committee is working to establish new measurable goals.
4. Ranking Rating: No update as we wait for HUD regarding the NOFA.

F. Coordinated Entry Roles Review

1. ICA review the roles and their responsibilities for coordinated entry.
2. Access should be coordinated because it is a HUD requirement and there are not enough resources.
3. CARES Partner Roles
 - a. Collaboration between agencies
 - b. 24 hours to get the assessment into HMIS/comparable database
 - c. Prevention screening should be entered within three days
 - d. Housing Providers need to complete the SPDAT training within 4 months.
 - e. HMIS is required for coordinated entry with the exception of DV providers.

G. Partner Updates

1. ND Coalition for Homeless People
 - a. Please send an email to Sue Shirek if you want to be a member of the NDCHP.
 - b. Membership fees are due and are \$100.
2. Institute for Community Alliances: All federal reports have been completed.
3. ND Department of Commerce: NDHG and ESG applications have been released.
4. ND Housing Finance Agency: HUD sent a letter regarding the American Rescue Plan HOME funds. \$7.8 million was received for the state to be spent by 2030. HIF received \$9.5 million for the upcoming biennium.

H. Other Discussion

1. None.

- I. Adjourn:** Motion to adjourn at 2:58 p.m. by Katie Jo Armbrust, second by Sue Shirek. Meeting adjourned.

86 members were present during the meeting.

Minutes were approved at the membership meeting on August 4, 2021.